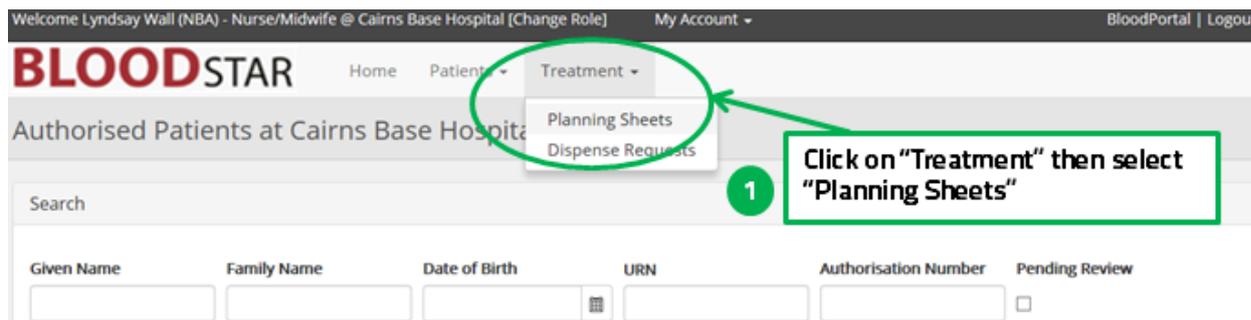


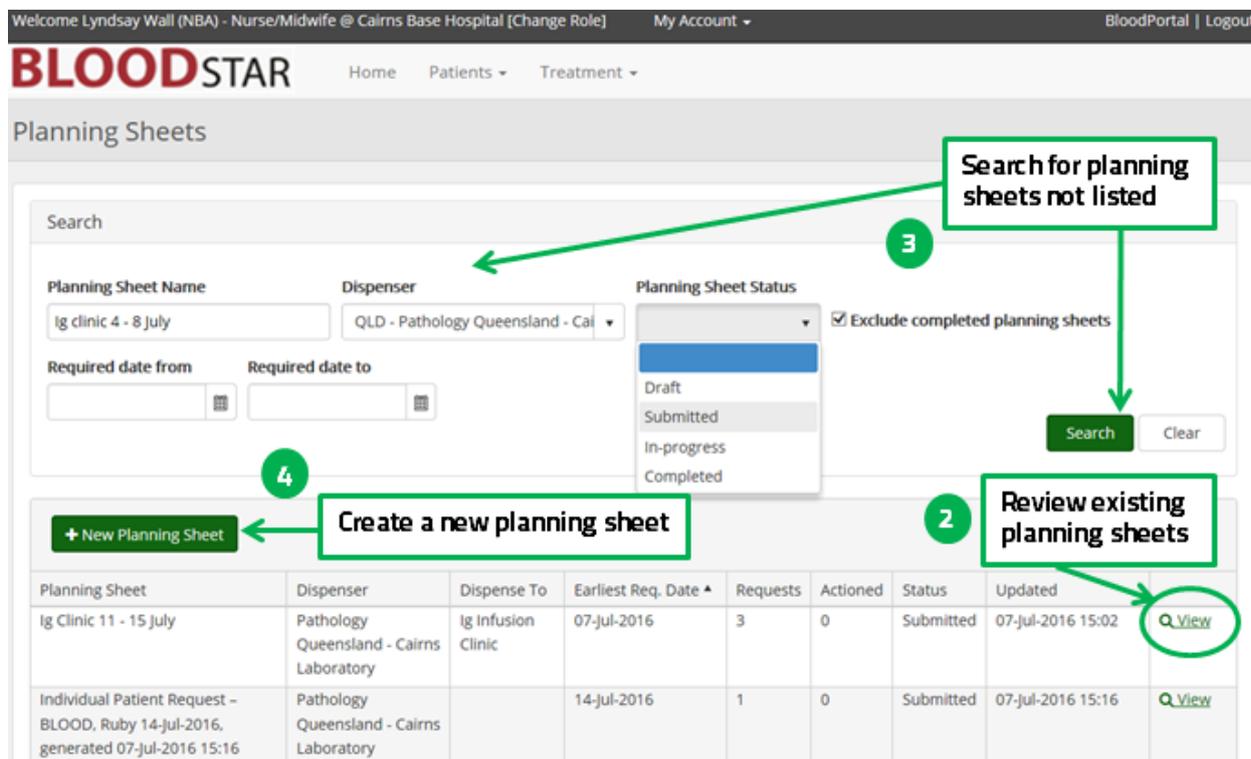
### Creating Multiple Patient Dispense Requests – Planning Sheets

1. To request Ig doses for multiple patients, for example all patients booked into a clinic, click on the “treatment” tab at the top of the screen. From here you can select “Planning Sheets”.



From the planning sheets screen you can:

2. Review existing listed planning sheets by clicking on “View” to see the details,
3. Search for existing planning sheets using the search function. These may be in draft, already submitted, in progress or completed, or
4. Create a new planning sheet by clicking on “+ New Planning Sheet”.



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# BLOODSTAR

## User Tip Sheet – Creating and Submitting a Planning Sheet in BloodSTAR

### Creating New Planning Sheets:

5. Click on “+ New Planning Sheet”. The Create Planning Sheet screen will appear with your name, contact number and default Dispenser pre populated. You can change any of these details, if required. From here you will enter in your free text to mane the planning sheet, dispense location here you want the dispenser to send the product and any relevant notes to the dispenser.
6. Click “Save” when done.

The screenshot shows the 'Create Planning Sheet' form. A green box labeled '5' points to the form fields, with the text 'Fill in the planning sheet details'. The fields are: Planning Sheet Name (Ig Clinic 11 - 14 July), Dispenser (QLD - Pathology Queensland - Cairns Laboratory), Dispense to (Ig infusion clinic), Contact Name (Lyndsay Wall (NBA)), Contact Phone (02 6151 5000), and Notes (Thank you). A second green box labeled '6' points to the 'Save' button, with the text 'Click "Save"'. The 'Save' and 'Cancel' buttons are at the bottom right.

7. From here you can start adding patients, edit the details or delete new draft planning sheet.

The screenshot shows the 'Maintain Planning Sheet' page. The header includes 'BLOODSTAR', 'Home', 'Patients', and 'Treatment'. The page title is 'Maintain Planning Sheet'. Below is the 'Planning Sheet Details' section with the following information: Planning Sheet Name (Ig Clinic 11 - 15 July), Dispenser (Pathology Queensland - Cairns Laboratory), Dispense to (Ig Infusion Clinic), Earliest Required Date, Planning Sheet Status (Draft), Contact (Lyndsay Wall (NBA) - 02 6151 5000), and Notes (Thank you). A green box labeled '7' points to the '+ Add Patient' button and the 'Edit' button, with the text 'Click on "+ Add Patient" or "Edit"'. The 'Edit', 'Submit', 'Delete', and 'Print' buttons are at the bottom right. Below the details is a table with columns: Patient, Date of Birth, Authorisation, Dose, Required Date, Status, Complete.

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# BLOODSTAR

## User Tip Sheet – Creating and Submitting a Planning Sheet in BloodSTAR

- The Select Patient screen allows you to either add the patient from the list by clicking on “Select” or use the search function. The search function can be useful if there are many patients registered at your facility. If you are searching for patients in your facility you can search using any identifier.

Select Patient

Patients at Cairns Base Hospital Patients from other facilities

Family Name Given Name Date of Birth URN

Authorisation Next Dose Date From Next Dose Date To

Show patients where Cairns Base Hospital is nominated as the:

Administering facility (where product will be given or infused)

Treating facility (where the patient is diagnosed and clinically reviewed)

Patient	Next Dose	Next Dose Date	Facility	Specialist	Authorisation End Date	Select
APPLE, Mr Adam 9112233 DOB: 01-Jan-1960	INTRAGAM P - 33.00 grams every 4 weeks.	05-Aug-2016	Cairns Base Hospital	BOWERS, Lashawn	23-Dec-2016	Select
BEEETROOT, Betty DOB: 01-Jan-1960	INTRAGAM P - 27.00 grams every 4 weeks.	26-Aug-2016	Cairns Base Hospital	BOWERS, Lashawn	21-Oct-2016	Select
CARROT, Chris DOB: 01-Jan-1980	INTRAGAM P - 27.00 grams every 4 weeks.	29-Jul-2016	Cairns Base Hospital	DARNEL, AI	21-Oct-2016	Select

Search Clear Close

- The details of the patient and dose are now available for review. If you click edit you will be able to alter the Ig administration date, dose or product.

**Please note** you may be required to provide a reason for altering these details.

- Click on “Add” to add the patient to the planning list. Repeat the process for all patients you need to add.

Add Dispense Request

Patient

Patient Mr Adam APPLE  
01-Jan-1960, 56 year old, Male  
Cairns Base Hospital - 9112233

Authorisation Number WL84599W

Authorisation End 23-Dec-2016  
[Read More](#)

Maintenance Dose - INTRAGAM P 33.00 g on 08-Jul-2016

Authorised Product INTRAGAM P

Required Date \* 08-Jul-2016

Quantity \* 33.00

Edit

Add Return to Search

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# BLOODSTAR

## User Tip Sheet – Creating and Submitting a Planning Sheet in BloodSTAR

11. You can also search for patients from other facilities. This function may be required for travelling patients or those transferred from another facility. Click on the “*Patients from other facilities*” tab at the top; enter at least 3 identifiers, select the search scope (state or national) and a reason then click on “*Search*”.
12. You can add the patient as outlined above by clicking on “*Select*”.

Select Patient

Patients at Cairns Base Hospital | Patients from other facilities

Family Name: Grass | Given Name: Green | Date of Birth: 01-Jul-1970 | Patient ID: | IHI:

Search Scope: QLD

Reason \*

- Patient has presented for treatment
- Clinician requested second opinion
- Travelling patient lives interstate
- Authoriser transition
- Authorisation Assessment discussion
- Authoriser-Clinician discussion

Search | Clear | Close

Edit | Submit | Delete | Print

**11** Search for patents from other facilities

Select Patient

Patients at Cairns Base Hospital | Patients from other facilities

Family Name: Grass | Given Name: Green | Date of Birth: 01-Jul-1970 | Patient ID: | IHI:

Search Scope: QLD

Reason \*

Patient has presented for treatment

**12** Click on “Select” to add the patient

Patient	Next Dose	Next Dose Date	Facility	Specialist	Authorisation End Date	Select
GRASS, Mr Green DOB: 01-Jul-1970	FLEBOGAMMA DIF 10% - 55.00 grams once only.	07-Jul-2016	The Townsville Hospital	WALL (NBA), Mrs Lyndsay	07-Aug-2016	Select

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# BLOODSTAR

## User Tip Sheet – Creating and Submitting a Planning Sheet in BloodSTAR

13. Review your planning sheet. Click on “Submit” when all the patients have been added to your planning sheet. You can also view, edit or remove patients from the list

Planning Sheet Details

**Planning Sheet Name** Ig Clinic 11 - 15 July  
**Dispenser** Pathology Queensland - Cairns Laboratory  
**Dispense to** Ig Infusion Clinic  
**Earliest Required Date** 07-Jul-2016  
**Planning Sheet Status** Draft  
**Contact** Lyndsay Wall (NBA) - 02 6151 5000  
**Notes** Thank you

13 Click “Submit” when all the patients have been added

[Edit](#) [Submit](#) [Delete](#) [Print](#)

[+ Add Patient](#)

Patient	Date of Birth	Authorisation	Dose	Required Date	Status	Complete	
▶ <a href="#">APPLE, Mr Adam</a> 9112233	01-Jan-1960	<a href="#">Q WL84599W</a> Acquired hypogammaglobulinaemia — haematological malignancy and post HSCT	Maintenance Dose - INTRAGAM P 33.00 g	08-Jul-2016	Draft		<a href="#">Q View</a> <a href="#">Edit</a> <a href="#">Remove</a>
▶ <a href="#">BEETROOT, Betty</a> <a href="#">+ Add URN</a>	01-Jan-1960	<a href="#">Q GS27849C</a> Acquired hypogammaglobulinaemia — haematological malignancy and post HSCT	Maintenance Dose - INTRAGAM P 27.00 g	29-Jul-2016	Draft		<a href="#">Q View</a> <a href="#">Edit</a> <a href="#">Remove</a>
▶ <a href="#">GRASS, Mr Green</a> <a href="#">+ Add URN</a>	01-Jul-1970	<a href="#">Q CA23748T</a> Toxic epidermal necrolysis (TEN)/ Stevens	Dose - FLEBOGAMMA DIF 10% 55.00 g	07-Jul-2016	Draft		<a href="#">Q View</a> <a href="#">Edit</a>

14. You will receive notification that the planning sheet has been submitted.

15. You can also print your planning sheet, if required.

Planning Sheet Details

✓ The planning sheet has been submitted

**Planning Sheet Name** Ig Clinic 11 - 15 July  
**Dispenser** Pathology Queensland - Cairns Laboratory  
**Dispense to** Ig Infusion Clinic  
**Earliest Required Date** 07-Jul-2016  
**Planning Sheet Status** Submitted  
**Contact** Lyndsay Wall (NBA) - 02 6151 5000  
**Notes** Thank you

14 Notification the planning sheet has been submitted

15 Print, if required [Print](#)

Patient	Date of Birth	Authorisation	Dose	Required Date	Status	Complete	
▶ <a href="#">APPLE, Mr Adam</a> 9112233	01-Jan-1960	<a href="#">Q WL84599W</a> Acquired hypogammaglobulinaemia — haematological malignancy and post HSCT	Maintenance Dose - INTRAGAM P 33.00 g	08-Jul-2016	Requested		<a href="#">Q View</a> <a href="#">Edit</a> <a href="#">Remove</a>
▶ <a href="#">BEETROOT, Betty</a>	01-Jan-1960	<a href="#">Q GS27849C</a>	Maintenance	29-Jul-2016	Requested		<a href="#">Q View</a>

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# BLOODSTAR

## User Tip Sheet – Creating and Submitting a Planning Sheet in BloodSTAR

16. Now you can see your Planning Sheet and any others listed. You can view or edit the sheets until they are dispensed by clicking on “View”.

Welcome Lyndsay Wall (NBA) - Nurse/Midwife @ Cairns Base Hospital [Change Role] My Account ▾ BloodPortal | Logout

### BLOODSTAR

Home Patients ▾ Treatment ▾

#### Planning Sheets

Search

Planning Sheet Name  Dispenser  Planning Sheet Status   Exclude completed planning sheets

Required date from  Required date to

**16** Review or edit planning sheets that have not been dispensed

Planning Sheet	Dispenser	Dispense To	Earliest Req. Date ▲	Requests	Actioned	Status	Updated	<a href="#">Q View</a>
Ig Clinic 11 - 15 July	Pathology Queensland - Cairns Laboratory	Ig Infusion Clinic	07-Jul-2016	3	0	Submitted	07-Jul-2016 15:02	<a href="#">Q View</a>
Individual Patient Request - BLOOD, Ruby 14-Jul-2016, generated 07-Jul-2016 15:16	Pathology Queensland - Cairns Laboratory		14-Jul-2016	1	0	Submitted	07-Jul-2016 15:16	<a href="#">Q View</a>
Individual Patient Request - CARROT, Chris 14-Jul-2016, generated 07-Jul-2016 15:20	Pathology Queensland - Cairns Laboratory	Healthy Ward	14-Jul-2016	1	0	Submitted	07-Jul-2016 15:20	<a href="#">Q View</a>
Individual Patient Request - TINA, Tester 14-Jul-2016, generated 07-Jul-2016 15:22	Pathology Queensland - Cairns Laboratory		14-Jul-2016	1	0	Submitted	07-Jul-2016 15:22	<a href="#">Q View</a>

10 Items per page 1 - 4 of 4 Items

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